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Note: 8 actual requisitions and 26 memos and letters were received during the week which will require contract or other action by the Contract Procurement officers and/or contract administrative officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 34 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 8.

SECRET

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PURCHASE SECTION REPORT
From 4 January to 9 January

Requisitions

Balance pending end of previous week	133	
Received during week	<u>114</u>	
	247	
Completed during week	<u>79</u>	
Balance pending end of week	168	
	134	\$ 25,300.56

Purchase Orders IssuedBacklog of Typing

Purchase Orders	25	
Correspondence	0	
Invitations to Bid	6	
Bills of Lading	0	
Total	<u>31</u>	

STATUS OF PENDING REQUISITIONS*

Estimated ValueA. Without Action

Held less than 15 days	53	
Held more than 15 days	<u>0</u>	
Total	<u>53</u>	\$ 13,491.00
		-0-
		<u>13,491.00</u>

B.. With Action

<u>Pending Information from Requisitioning Office</u>		
Held less than 30 days	13	\$ 3,330.00
Held more than 30 days	<u>3</u>	1,625.00
Total	<u>16</u>	4,955.00

Pending Receipt or Opening of Bids

Held less than 30 days	75	
Held more than 30 days	<u>5</u>	\$ 25,616.00
Total	<u>80</u>	1,360.00
		<u>26,976.00</u>

Pending Clearance from GPO and/or GSA

Held less than 30 days	9	
Held more than 30 days	<u>0</u>	\$ 6,710.00
Total	<u>9</u>	-0-
		<u>6,710.00</u>

Pending Completion of Service and/or Billing

Held less than 30 days	9	
Held more than 30 days	<u>6</u>	\$ 1,389.00
Total	<u>15</u>	1,648.00
		<u>3,037.00</u>

Total with Action

	115	\$ 41,678.00
	168	55,160.00

C. Total Pending Requisitions

D. Total Hours of Overtime during the past week 5

GPO

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